

BENJAMIN J. CAYETANO  
GOVERNOR



DIRECTOR'S OFFICE  
DEPT. OF  
TREASURY

JAN 29 9 19 AM '02

GLENN M. OKIMOTO  
Comptroller

MARY ALICE EVANS  
Deputy Comptroller

**STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES**

P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

January 25, 2002

COMPTROLLER'S MEMORANDUM 2002-07

TO: All Department Heads

SUBJECT: Motor Vehicle Permit

In accordance with Section 105-2, (4), H.R.S., state officials and employees are reminded to submit their requests for permits authorizing personal use of government vehicles for the period July 1, 2002 to June 30, 2004. Agencies are also reminded of the Federal Tax Reform Act of 1984 relating to the taxability of the value placed on the use of government vehicle for commuting to and from work.

Enclosed is the form AGS-PU-1 which is to be completed by each employee requiring a permit. Please duplicate as many copies of the form as are required by your agency. Deadline for submitting the form is **April 30, 2002**.

If there are any questions regarding this matter, please contact Mr. Harold Sonomura of the Automotive Management Division at 586-0343.

A handwritten signature in black ink, appearing to read "Glenn M. Okimoto".

GLENN M. OKIMOTO  
State Comptroller

Enclosure

JAN 29 2002

STATE OF HAWAII  
Department of Accounting and General Services  
REQUEST FOR PERSONAL USE OF STATE-OWNED VEHICLE

A. ORGANIZATION

Department: \_\_\_\_\_ Island: \_\_\_\_\_  
Division: \_\_\_\_\_  
Branch: \_\_\_\_\_

B. EMPLOYEE

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Worksite Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position Title: \_\_\_\_\_  
Normal Hours of Work: \_\_\_\_\_

C. VEHICLE

Make and Model: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Parking Fees Paid By: [ ] Individual [ ] State Agency

D. MONTHLY MILEAGE INFORMATION:

COMPLETE AND SUBMIT ACTUAL MILEAGE FORM(S) NECESSARY TO  
SUBSTANTIATE MILEAGE COMPUTATIONS

	<u>Average mileage</u>	<u>Estimated cost *</u>	<u>Percent of mileage</u>
No. miles commuting (home-work-home):	_____	_____	_____
No. miles regular working hours:	_____	_____	_____
No. miles after working hours:	_____	_____	_____
No. miles for other purposes:	_____	_____	_____
TOTALS	_____	_____	_____
No. emergency after hour responses	_____		
No. non-emergency after hour trips	_____		
% mileage by permittee	_____		
% mileage by other employees	_____		

\* cost = mileage X reimbursement rate (\$0.37)

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Provide written justification, including cost analysis and alternatives for use of a state vehicle. Personal use of state vehicles should be restricted to the conditions described in the attached section of Administrative Directive No. 7.

Request For Personal Use of State-owned Vehicle  
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F. APPLICATION FOR:

[     ] RENEWAL Permit from \_\_\_\_\_ to \_\_\_\_\_  
[     ] NEW from \_\_\_\_\_ to \_\_\_\_\_  
[     ] ADDITIONAL from \_\_\_\_\_ to \_\_\_\_\_  
[     ] SPECIAL (Limited Time) from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Official/Employee

G. VALIDATION: I verify the accuracy of the above information and  
recommend

[     ] APPROVAL

[     ] DISAPPROVAL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Manager/Supervisor

H. RECOMMENDATION:

[     ] APPROVAL

[     ] DISAPPROVAL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

I. Request for Motor Vehicle Permit is

[     ] APPROVED

[     ] DISAPPROVED

Permit No. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Comptroller

PERSONAL USE OF GOVERNMENT VEHICLES

REF: ADMINISTRATIVE DIRECTIVE NO. 7  
POLICY FOR ADMINISTRATION OF EMPLOYEE PREREQUISITES

1. Under what conditions may employees be allowed the personal use of government vehicles?
  - a. When an employee is required to respond to emergencies at any hour of the day or night, and when the use of a government vehicle is essential to meet these contingencies; or
  - b. When government parking facilities are inadequate, or so located in an area exposed to vandalism or abuses; or
  - c. When the nature of an employee's work requires a government vehicle after normal working hours on a regular and sustained basis; or
  - d. When it is impractical to require an employee, who resides in the district in which he works, to travel daily to a central garage to pick up a vehicle and return to his district.
2. What shall "personal uses" consist of?
  - a. Personal uses of government vehicles should be restricted to direct travel between an employee's home and his place of work, and to such travel as would be incidental to driving to and from work; e.g., stopping at the grocery store on the way home, seeing the doctor, dropping a fellow employee off at his home, dropping the children off at school, etc. Pleasure uses, such as going to the ball game, movies, picnic or the beach, etc., are prohibited.

NOTES:

1. Employees required to respond to emergencies after working hours are also required to use a government vehicle which is specially marked, equipped, or capable of responding to the emergency. Examples are police, utility, 4-wheel drive, or emergency vehicles. Passenger sedans may be considered if the vehicle is used to transport clients or patients.
2. Vehicles which are housed at employee residences for protection and safe keeping should be garaged and maintained by the employee as a prerequisite to substantiate the cost benefit of permitting personal use of the vehicle.
3. Use of government vehicles for after hour meetings or for travel between employee residences and central base yards should be compared with mileage reimbursement computations and travel distances and actual mileage logs. Being on-call or attending night meetings should not be considered as valid reasons in themselves, as it is generally less costly for the State to reimburse employees for mileage when responding to emergencies or meetings.

State of Hawaii  
Department of Accounting and General Services  
REQUEST FOR PERSONAL USE OF STATE VEHICLE  
MONTHLY MILEAGE TRAVEL RECORD

Island \_\_\_\_\_  
Department \_\_\_\_\_  
Division \_\_\_\_\_  
Branch \_\_\_\_\_  
Section \_\_\_\_\_  
Vehicle Lic. # SH-      Make/Model \_\_\_\_\_  
Driver \_\_\_\_\_ Month \_\_\_\_\_ 19 \_\_\_\_\_

[illegible]

continued on next page

Continue  
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[illegible]

CERTIFICATION: I hereby certify that the mileage recorded represents the true and authorized use of this vehicle.

DRIVER: \_\_\_\_\_  
Signature Date

**SUBMIT ADDITIONAL MONTHLY RECORDS AS NECESSARY TO SUBSTANTIATE MILEAGE**